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UPSTATE

MEDICAL UNIVERSITY
State University of New York

State Employment Application

We are an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, protected veteran status or disability.

Upstate Medical University is committed to assisting all members of the Upstate Community and to provide for their safety and security. A copy of Upstate Medical University's Annual Security Report is available on our web site at www.upstate.edu/publicsafety/. It can also be obtained from the Director of Public Safety at Upstate Medical University, 750 East Adams Street, Syracuse, New York 13210 or by calling (315) 464-4134. This report includes statistics for the previous three (3) years concerning reported crimes that occurred on campus; in certain off-campus buildings or property owned or controlled by Upstate Medical University; and on public property within or immediately adjacent to and accessible from, the campus. The report also includes institutional policies concerning campus security, such as policies concerning alcohol and drug use, crime prevention, the reporting of crime, sexual assault, and other matters.

Requisition Number: 045855	Job Title: Vice President and Chief of Staff
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Personal Information

Last Name: Garcia	First Name: Sergio	Middle Initial: A	Suffix:
Present Address: [REDACTED]	Address Line 2: [REDACTED]	City: [REDACTED]	State: Zip Code: Country: NY [REDACTED] United States
Home Telephone: [REDACTED]	Alternate Telephone: [REDACTED]	Email: [REDACTED]	

Additional Information

Are you legally restricted or prohibited from being employed by Upstate Medical University? No	Are you a current employee of Upstate Medical University? No
Do you have any relatives employed with Upstate Medical University? No	If yes, list name and department:
Have you ever been employed by any NYS Government Agency, including Upstate Medical University? No	If yes, list job titles held, departments and dates of employment:
Have you ever been terminated from employment or asked to resign in lieu of termination? No	If YES please explain If NO, enter NA: NA
Are you 18 years of age or over? Yes	Do you currently use illegal drugs? No
Except for minor traffic violations, have you ever been convicted of an offense of law (ie. criminal,	Have you ever been excluded, prevented, barred, sanctioned or

misdemeanor, or felony)? (Convictions shall include a plea, verdict, or finding of guilt, regardless of the sentence imposed by a court of law. A conviction will not automatically bar employment consideration in accordance with NYS Correction Law Article 23-A, Section 754.) No	If yes, please include date, location of court, type of violation, misdemeanor or felony conviction for each offense :	suspended from participating in Medicare, Medicaid or any Federal, State or private health care program? No
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Position Information

Availability:			
X	Full-Time		Per Diem
	Part-Time (hours per week)		Student
Shift Preferences:			
	1st (days)	X	Monday-Friday
	2nd (evenings)		12-Hour Shift
	3rd (nights)		Weekends Only
	Rotating (specify shift)		
Can you work weekends? Yes		Wage/Salary desired:	

Education

Name of School:	Type of school:	Did you receive a Diploma/Degree?	If yes, please specify diploma/degree received:	Major and Minor:
Case Western Reserve University Cleveland, OH	College/University	Yes	MS	Organizational Development and Change
Universidad de las Americas, Puebla Puebla, NA	College/University	Yes	BS	International Law
Burbank Senior High School Burbank, CA	High School	Yes	High School	
	No Response	No Response	No Response	

Work Experience

Employer Name:	Position:	Dates Employed:	
Department, division, or section:	Supervisor's Name:	Supervisor Title:	Supervisor Telephone Number:
Major Duties:			
Reason for Leaving:		May we contact this employer?	
Full Time or Part Time:		Number of hours worked per week:	

Full Time		50	
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Employer Name: Northeast Ohio Medical University 4209 State Route 44 Rootstown, OH 44202		Position: Chief of Staff and VP DEI		Dates Employed: From: 11-01-2012 To: 01/29/2016	
Department, division, or section: Office of the President		Supervisor's Name: [REDACTED]		Supervisor Title: President	
Supervisor Telephone Number: [REDACTED]					
Major Duties: Provided leadership in maximizing the use and impact of the President's time and leadership on activities of strategic importance, including overseeing the establishment of the Office of Diversity, Equity and Inclusion.					
Reason for Leaving: Recruited to healthcare delivery system				May we contact this employer? Yes	
Full Time or Part Time: Full Time				Number of hours worked per week: 50	

Employer Name: U.S. Department of State 1225 C Street Washington, DC 99999		Position: [REDACTED]		Dates Employed: From: 10-01-2011 To: 10/30/2012	
Department, division, or section: [REDACTED]		Supervisor's Name: [REDACTED]		Supervisor Title: [REDACTED]	
Supervisor Telephone Number: [REDACTED]					
Major Duties: [REDACTED] ern					
Reason for Leaving: Last deployment for US government				May we contact this employer? Yes	
Full Time or Part Time: Full Time				Number of hours worked per week: 55	

Employer Name: U.S. Department of Defense Doral Doral, FL 55555		Position: [REDACTED]		Dates Employed: From: 04-01-2010 To: 09/01/2011	
Department, division, or section: [REDACTED]		Supervisor's Name: [REDACTED]		Supervisor Title: [REDACTED]	
Supervisor Telephone Number: [REDACTED]					
Major Duties: N/A					
Reason for Leaving: [REDACTED]				May we contact this employer? No	
Full Time or Part Time: Full Time				Number of hours worked per week: 60	

Employer Name: International Republican Institute 1225 I Street Washington, DC 20005		Position: Country Director		Dates Employed: From: 07-01-2007 To: 12/31/2009	
Department, division, or section: Latin American and Caribbean Division		Supervisor's Name: [REDACTED]		Supervisor Title: Regional Director	
Supervisor Telephone Number: [REDACTED]					
Major Duties:					

Managed and operated IRI's second largest office in Latin America with an effective \$2.1 million annual budget. Directed all financial planning and expenditures, including independent auditing measures for each program and sub-grantee.

Reason for Leaving: Returned to government service	May we contact this employer? Yes
Full Time or Part Time: Full Time	Number of hours worked per week: 50

Employer Name: U.S. Department of State C Street Washington, DC 20005	Position: Chief of Staff/Senior Policy Advisor	Dates Employed: From: 08-01-2004 To: 07/15/2007	
Department, division, or section: [REDACTED]	Supervisor's Name: [REDACTED]	Supervisor Title: [REDACTED]	Supervisor Telephone Number: [REDACTED]
Major Duties: Managed and advised front office leadership team, providing overall management and evaluation of Bureau's global operations and programs totaling USD\$465 million. Aided Secretary of State to promote and ensure inter-agency coordination on policy and programming, and further coordinated with congressional leaders and staff.			
Reason for Leaving: Overseas opportunity		May we contact this employer? Yes	
Full Time or Part Time: Full Time		Number of hours worked per week: 50	

Professional References

Reference Name / Email Address:	Phone Number:	How do you know this reference?:
[REDACTED]	[REDACTED]	Former Supervisor
[REDACTED]	[REDACTED]	Former Supervisor
[REDACTED]	[REDACTED]	Colleague

Licensure (if applicable to position)

Has any action been taken against your license/registration? No	If yes, please explain:
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Supplemental Questions

How did you learn about this open position? Upstate's Web site
You may specify here (if applicable): NA
Do you have an advanced Degree in Health Care, Communications, Public Relations, Public Affairs, Public Administration, Management, or related field of study and a minimum of 7 years of significant administrative experience in an academic medical center, public relations/public affairs, including responsibility for the direction of organizational programs and staff? Yes

It is the objective of Upstate Medical University to provide a safe and healthy campus environment for employees, students, volunteers, patients, and visitors. To further this goal, smoking and tobacco use of any kind is prohibited in all Upstate buildings, offices, parking and maintenance garages, associated ramps and loading dock, vehicles, and leased space; and on any property, including entry areas to any Upstate facility.

I understand that Upstate is a smoke-free/tobacco-free Campus.

Agreement

I hereby authorize the investigation of all information contained in this application and other attached documents provided (i.e. resume, cover letter, etc.). I understand that misrepresentation or omission of facts called for may be grounds for not employing me, or dismissing me after employment. False statements made herein are punishable Class A misdemeanors pursuant to Section 210.45 of the Penal Law of the State of New York. Upstate Medical University reserves its rights to pursue legal redress for false statements pursuant to the New York State Penal Law. Further, I understand that my offer of employment is contingent upon my ability to perform, with reasonable accommodation, the job for which I am hired. Such determination shall be based on a physician's job-related medical examination, x-ray, and laboratory procedures. Such exam is consistent with business necessity, and requires that I do not pose a direct threat to the health or safety of patients, co-workers or other individuals in the workplace.

Upstate Medical University is a drug free workplace, and prohibits the possession, sale, and/or use of illegal drugs and the use of alcohol in the workplace.

I have read the application and attest that the facts and statements contained herein are true and correct to the best of my knowledge. I understand that false statements made herein are punishable as a Class A misdemeanor pursuant to Section 210.45 of the Penal Law Code of the State of New York

BY SIGNING BELOW, I certify that I have read and agree with these statements.

Sergio A Garcia

Applicant's Name

Applicant's Signature

Date

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Danielle Laraque-Arena, MD, FAAP
President
Upstate Medical University
Syracuse, NY

October 21, 2016

Dear Dr. Laraque-Arena,

My life's work providing strategic, trusted advice in conjunction with driving actions in support of executive level officers handling complex agendas and substantial networks of contacts has enabled me to successfully manage cross-cutting organizational initiatives with a high-degree of integrity and confidentiality. From federal government to academia to healthcare, clients, managers, and partners have valued my ability to design initiatives and provide high-level advice across multi-sector. These experiences along with my strong relationship-building skills with key internal and external stakeholders is an attribute that makes me an ideal candidate as your next Chief of Staff.

The journey as a committed Chief of Staff has allowed me to flourish in my transition from federal government almost five years ago. I am accustomed to challenge and responsibility, including: developing and analyzing high-impact programs, interacting with all levels of government, business, and academia contacts. In addition my operational skills have permitted me in overseeing human and capital resources, managing critical programs, and coordinating sensitive negotiations. In just under five years, I have launched a performance-based evaluation and compensation initiative after 40 years of across the board raises and cuts, developed a university-wide health and wellness program and, most importantly, ensured that my executive leaders are always on message and focused on those issues that continue to push the organization's mission and vision forward.

Finally, my passion and commitment to diversity, equity and inclusion is an expected core value that is held closely throughout Upstate's mission. I will promote practices that create awareness, appreciation, acceptance and celebration of different cultures, beliefs and ideas. I offer you excellent writing skills, dynamic leadership, and strong management abilities. I am committed to leveraging my experiences and take on a more complex opportunity within a recognized institution by serving and guiding leadership, stewarding time and resource management and supporting project execution that benefits the overall health of the organization. The accompanying résumé will give you an overview of my potential for making a worthwhile contribution to Upstate, its leaders and community in need of a trusted confidant, leader and team member. Again, thank you for considering my qualifications and I look forward to hearing from you soon. Your confidentiality is kindly requested of my candidacy until such time when it becomes necessary to make public and contact my references.

Thank you for your time and consideration.

Very respectfully,

Sergio A. Garcia, MSc

[REDACTED]

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Chief of Staff and Vice President for Diversity, Equity and Inclusion (2012 – 2016)

- › Established excellence and high-performance in the management of the Office of the President,

- › Established excellence and high-performance in the management of the Office of the President, execution of Leadership Team (LT) and ad-hoc LT meetings, and representation of the President in internal and external interactions with faculty, staff, alumni and community leaders.
- › Executed review and overhaul of university's budget formulation and preparation process to ensure continued financial and programmatic alignment with university's strategic plan.
- › Principal executive sponsor of innovative performance evaluation management initiative that rewards high performing administrative and staff employees.
- › Developed and implemented a University Strategic Diversity Plan by collaborating with departments University-wide to identify opportunities and barriers to the University's efforts to recruit and retain a diverse community of successful students, faculty and staff; and lead and support diversity-building programs across campus.
- › Represented the University to external audiences and collaborated with academic and administrative leaders to develop external community partnerships including global connections that serve institutional development goals.

(2011 – 2012)

(2011 – 2012)

- > [REDACTED]
 > [REDACTED]

► [REDACTED]

U.S. DEPARTMENT OF DEFENSE

[REDACTED] (2010 – 2011)

INTERNATIONAL REPUBLICAN INSTITUTE

Country Director - Nicaragua

(2007 – 2009)

Managed and operated IRI's second largest office in Latin America with an effective \$2.1 million annual budget. Directed all financial planning and expenditures, including independent auditing measures for each program and sub-grantee.

- Developed and implemented nationwide **non-profit initiative to help stabilize and increase resiliency of at-risk communities affected by Nicaragua's civil conflict by establishing local public-private partnerships to invest and create education and employment hubs in Nicaragua.**
- Established effective ongoing impact metrics utilizing local community engagements like focus groups and community polling, and utilized polling results in continuous quality assurance and programming development of democratization efforts within indigenous civil society organizations.
- Assessed past and current gender based education and political mainstreaming programs in Nicaragua; adapted programming to result in greater educational and political participation of women in historically underrepresented government and educational institutions.

Senior Advisor – Sudan

- Re-developed and presented IRI/Sudan's 2010-2012 Technical Assistance work plan pursuant to fluid in- country situational contingencies and USAID's request to refine programming.
- Development of GPS electoral mapping project in South Sudan based on tribal affiliation in support of democratization and stabilization objectives in South Sudan states.

U.S. DEPARTMENT OF STATE

Chief of Staff

(2004 – 2007)

Managed and advised front office leadership team, providing overall management and evaluation of Bureau's global operations and programs totaling USD\$465 million. Aided Secretary of State to promote and ensure inter-agency coordination on policy and programming, and further coordinated with congressional leaders and staff.

- **Analyzed and provided feedback for policy and program development of global programs on achieving sustainable results in prevention programs targeting at-risk and communities, and addressing cross-cutting issues of gender affairs, demand reduction, and multilateral cooperation.**

► [REDACTED]

► [REDACTED]

ORGANIZATION OF AMERICAN STATES

Legal Officer

(2001 – 2004)

GOLDEN THREADS

Vice President, Operations

(1992 – 2001)

EDUCATION

CASE WESTERN RESERVE UNIVERSITY

MASTERS OF SCIENCE, POSITIVE ORGANIZATION DEVELOPMENT AND CHANGE

CASE WESTERN RESERVE UNIVERSITY
CERTIFICATE, EXECUTIVE MANAGEMENT LEADERSHIP

UNIVERSIDAD DE LAS AMÉRICAS, PUEBLA, MÉXICO LL.B. IN PUBLIC INTERNATIONAL LAW

AWARDS

[REDACTED]

LANGUAGE SKILLS

[REDACTED]